



**CITY OF HOUSTON
ADMINISTRATION & REGULATORY
AFFAIRS DEPARTMENT
S29-Q23865
NOTICE OF REQUEST FOR QUALIFICATION**

**STRATEGIC
PURCHASING DIVISION**
901 Bagby Street, Concourse
Level
Houston, Texas 77002

GENERAL INSTRUCTIONS, TERMS & CONDITIONS

The City of Houston's Administration & Regulatory Affairs Department ("the City") is soliciting proposals from qualified experienced professionals to provide "Vehicle Inspection and Testing Services".

Prospective proposers needing additional information/clarification to this request for qualification (RFQ) are requested to e-mail questions to Douglas Moore at douglas.moore@houstontx.gov. The deadline for submitting questions is **Wednesday, January 26, 2011 at 1:00 p.m. CST. No questions will be accepted after deadline.** All questions will be answered via letter of clarification to this RFQ and posted on the City's e-bidding website and automatically e-mailed to all who registered to receive this RFQ.

Please review the Scope of Work/Services below. If you believe that your company/organization meets the minimum requirements as outlined in the Scope of Work/Services of the RFQ; please submit your response to Douglas Moore, Division Manager, via e-mail listed below by **Friday, February 4, 2011 at 1:00 p.m. CST. No proposals will be accepted after deadline.**

E-mail: (Preferred Method): **douglas.moore@houstontx.gov**

FaxNumber: (832)393-8759

Mail: City of Houston
Strategic Purchasing Division (Suite B500, Room B521)
901 Bagby Street
Houston, Texas 77002

SCOPE OF WORK/SERVICES

The City of Houston Administration and Regulatory Affairs Department Regulatory Affairs Division (the City) will enter into a contract (the "Agreement") with the best-qualified, responsible Proposer to perform inspections of vehicles-for-hire permitted by the City to transport passengers. The vendor as a third-party operator will complete these inspections for a period ending December 31, 2012. Proposals will not be entertained from any person(s) with a stake in a vehicle-for-hire service. The intent of the program is to ensure the City and the public that vehicles used for the provision of taxicab, limousine and other vehicle-for-hire services will be roadworthy and safe for the transportation of the public.

Background:

The City of Houston regulates the vehicle-for-hire industry in the interest of public safety for the citizens of Houston. There are several categories of vehicles regulated under the City of Houston's applicable ordinances (Chapters 9 and 46 of the Houston Code of Ordinances): taxicabs, limousines, school buses, charter and sightseeing buses, jitneys, pedicab, low-speed shuttles and scheduled ground transportation vehicles (SGTs). These vehicles-for-hire are regulated by the City through the Transportation Section of the Regulatory Affairs



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Division of the Administration & Regulatory Affairs Department ("ARA"). Pursuant to its regulatory duties, the Transportation Section inspects all vehicles-for-hire at the time they are initially placed into service and thereafter at least once per year to determine that the vehicles are in a reasonably good state of repair, clean, equipped, and operated in compliance with all the Ordinance requirements.

Chapter 46 of the Code of Ordinances ("Chapter 46") limits the number of years a vehicle may be operated as a vehicle-for-hire. These age limitations are in place for the health and safety of the riding public. Recognizing the current downturn in the economy and the substantial capital investment required for the replacement of fleet vehicles, the City is considering a short-term extension of the vehicle age limits. To qualify for the extension, vehicles would be required to undergo a very stringent inspection, as described further herein. The inspection program would be in place until December 31, 2012.

At this time, the City anticipates approximately 640 taxicabs and 250 limousine-type vehicles will need to be inspected annually under this temporary extension program. These are estimated quantities based on the existing inventory of potentially eligible vehicle-for-hire vehicles. Actual quantities may vary.

Scope and Statement of Work for Services:


The successful Proposer must be prepared to commence inspections within thirty (30) days after being awarded a contract. The City preference is that vehicles be inspected at the City's Transportation Section office at 5050 Wright Road, however, proposers offering alternative solutions may provide pricing for services at 5050 Wright Road or at their own locations.

Preference will be given to proposers who provide proof of holding one or more of the following certifications: ASE (Automotive Service Excellence) Certified Technician or Master Technician, ASE Certified Structural Analysis & Damage Repair Technicians, and certified by the State of Texas to perform vehicle safety inspections.

Inspections shall be conducted Monday through Friday, 8:00 a.m.-4:30 p.m. Timeframes should be established to complete thorough inspections of the vehicles. Time allotment will be required for unscheduled inspections (*vehicles rejected during a scheduled inspection or vehicles specifically requested by the City shall be subject of said unscheduled inspections.) **It is the responsibility of the permit holder to pay for the inspection. The City of Houston will not be liable for any payments to the third party inspector.** The first re-inspection of failed vehicles must occur within ten (10) days of the initial inspection and will be provided at no additional charge. However, all subsequent vehicle re-inspections will be charged a fee. Repairs of failed items may be performed at any facility selected by the permittee. Vendor will submit monthly reports detailing inspections performed, vehicle failures, and re-inspections.

Inspections must be reserved with an appointment. The inspection details and results shall be noted in writing and a copy of the completed record provided to the Transportation Section. The City's Transportation Section must approve all forms for this purpose.

The minimum criteria for the third-party inspection shall be as follows. Proposers responding to this request should add criteria as necessary. Proposers should also review inspection requirements in Chapter 46 of the

	<p style="text-align: center;">CITY OF HOUSTON ADMINISTRATION & REGULATORY AFFAIRS DEPARTMENT S29-Q23865 NOTICE OF REQUEST FOR QUALIFICATION</p>	<p style="text-align: center;">STRATEGIC PURCHASING DIVISION 901 Bagby Street, Concourse Level Houston, Texas 77002</p>
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Code of Ordinances to ensure that the criteria submitted in the proposal include any vehicle requirements in that Chapter.

1. **HORN:** Ensure that the vehicle's horn is in good working order, capable of emitting a sound audible for a distance of two hundred (200) feet or more, and does not emit an unreasonably loud or harsh sound or whistle.
2. **WINDSHIELD WIPERS:** Inspect for satisfactory operation to clean rain, snow, or other moisture from the windshield.
3. **MIRROR:** Inspect for presence and condition of rear and side view mirrors.
4. **STEERING:** Inspect the steering system of the vehicle to determine whether excessive wear and/or maladjustment of the steering linkage and/or steering gear exist. Wear and adjustment of the steering system will be checked by measuring lash or free play. Vehicle must be on a dry surface. Power steering fluid leaks, which may affect or potentially affect the normal operation of the vehicle, shall be grounds for rejection.
5. **SEAT BELTS:** Inspect seat belts for frayed, split or torn webbing; malfunctioning buckles; and loose or damaged anchorage or floor pan.
6. **BRAKES:** Inspect components of service brakes and perform test of the system to ensure that the brakes retard, stop and control the vehicle under normal operating conditions. Inspect components of parking brakes and perform test to ensure that the brakes hold the vehicle in place, with the engine running and the vehicle placed in forward gear. Reject if brake warning lamp or signal is on, or comes on, during test.
7. **WHEEL ASSEMBLY:** Visually inspect all wheels and rims.
8. **TIRES:** Inspect for proper type and safe operating condition. Reject if tread wear indicators contact the road.
9. **EXHAUST SYSTEM:** Examine the efficiency of the system while the engine is running. All components of the exhaust system shall be securely mounted to the vehicle as originally manufactured. No motor vehicle shall be operated in a manner resulting in the escape of excessive smoke, flames, gas, oil, fuel residue or noise.
10. **EXHAUST EMISSION SYSTEM:** Reject if check engine lamp is on, or comes on, during test.
11. **HEADLIGHT HI-BEAM INDICATOR:** Visually check operation and condition.
12. **TAIL LAMPS:** Inspect for presence and condition of required lamp(s) and component(s).
13. **STOP LAMPS:** Inspect for presence and condition of required lamp(s) and component(s).
14. **LICENSE PLATE LAMP:** Inspect for presence and condition of required lamp(s) and component(s).
15. **REAR RED REFLECTORS:** Inspect for presence and condition of required reflectors.
16. **TURN SIGNAL LAMPS:** Inspect for presence and condition of lamp(s) and component(s).
17. **HEAD LAMPS:** Inspect for presence and condition of lamp(s) and component(s).
18. **EMERGENCY FLASHERS:** Inspect for presence and condition of required emergency or four way flashers.
19. **MOTOR, SERIAL, OR VEHICLE IDENTIFICATION NUMBER:** Visually check identification number on the vehicle.
20. **WINDSHIELD:** Inspect for presence of a valid State inspection certificate, affixed to the windshield. Check the windshield for damage that may impair, obstruct, or reduce the driver's clear view, or create a risk to passenger's and the driver's health and safety.



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21. **FRAME:** Inspect structural body and frame components for damage.

VEHICLE INTERIOR INSPECTION (Any interior repair or replacement must be neat and inconspicuous. Any damage required to be repaired must be returned to original condition.)

22. **CLIMATE CONTROL:** All vehicles must be equipped with air conditioning and heating equipment operating within manufacturer's specifications.
23. **AIR BAGS:** The air bag readiness light shall not be on during the inspection. If the vehicle has been in a crash in which air bags were deployed, the air bags shall have been replaced at an authorized repair center and documentation must be provided. The air bags shall not have been permanently deactivated.
24. **INSTRUMENTATION:** All instrumentation displays on the vehicle instrument panel shall be in proper working order at all times as originally manufactured.
25. **DOORS/TRIM/ARMREST/LATCH ASSEMBLIES:** All vehicles shall have doors that are fully functional from both the inside and outside of the vehicle, as manufactured. All armrest and door trim panels shall be present and reasonably clean. Missing, broken, or significantly damaged parts that affect the operation or safety of the vehicle or the passenger's comfort must be repaired or replaced. All door locks (manual, mechanical or electrical) shall function as originally manufactured. Knobs and handles shall be present and fully functional as OEM.
26. **FOOT PEDAL PADS:** All vehicles shall be equipped with OEM rubber pads on all foot controls.
27. **FLOOR COVERING:** All vehicles shall be equipped with full floor carpeting or covering. These coverings must be reasonably clean and without noticeable tears or other damage.
28. **HEADLINER AND SUN VISOR:** Headliners, sun visors, associated trim panels and retaining hardware shall be present, reasonably clean and properly secured as designed and manufactured.
29. **INTERIOR LIGHTING:** Each vehicle shall have interior lights that, when activated, shall illuminate the entire passenger compartment as OEM.
30. **WINDSHIELD/WINDOWS/MIRRORS:** Windshield damage impairing the driver's view or creating a safety hazard must be repaired or replaced immediately. A cracked or damaged side window, rear window or mirror must be repaired or replaced immediately. Each window shall be operable by means of an internal mechanism, which will move a window into an open, closed or partially open or closed position. This mechanism may be activated manually, with a window crank or handle, with attached knobs or may be activated electrically by means of an electrical switch which toggles to the properly designed position, will open, close or partially open or close the intended window. The windows shall operate smoothly and easily.
31. **SEATS:** All seats shall be securely attached as originally manufactured and match in color or be of similar shades, without noticeable tears or other damage. They shall be reasonably clean and clear of any items not required for the performance of their duties as a vehicle for hire.
32. **WINDOW TINTING AND COATING:** The front windshield cannot contain any glass coating or aftermarket sun screening material. All glass coating and sun screening devices shall comply with the Texas Motor Vehicle Laws under the Transportation Code, Sections 547.608 and 547.609. The sun screening device may not be bubbled, visibly distorted or faded.
33. **ODORS:** All vehicles shall be free from any obtrusive odors, such as but not limited to, cigarettes or cigars, mildew, body odor, and gasoline or oil fumes.



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VEHICLE EXTERIOR INSPECTION

34. **CLEANLINESS:** All vehicle exteriors must be kept reasonably clean.
35. **BODY CONDITION:** Missing or damaged body moldings or trim must be repaired or replaced. Ripped or torn vehicle body parts must be repaired. One or more dents or buckles that collectively cover an area of nine (9) square inches or more to the vehicle body must be repaired. Exterior paint may not be noticeably rusted, flaked, scraped or faded. Any noticeable exterior paint damage must be repaired in a neat and inconspicuous manner. Fenders, bumpers, hood, doors, trunk, and body trim shall be in alignment of the vehicle as OEM.
36. **BUMPERS:** All vehicles shall have their bumpers inspected so as to insure that all energy absorbers or brackets or foam cushioning material has been replaced if the vehicle has been in a collision. To affix a new bumper without replacing or repairing the vehicle to OEM standards is grounds for failure of an inspection.
37. **TRUNK/LUGGAGE COMPARTMENT:** The trunk/luggage compartment must be reasonably clean and provide adequate space to accommodate passenger luggage. The carpet or mat shall be present and secured to the floor as originally manufactured. The area must be clear of any items not required for the performance of vehicle for hire services. The vehicle must be equipped with a spare tire, a jack, and a lug nut wrench. The spare tire must be appropriately mounted and meet State safety requirements. This requirement does not apply to a vehicle modified to operate using alternative fuels or to allow the transport of disabled passengers, if the modification prevents compliance with this section.
38. **WEATHER STRIPPING:** Weather stripping shall not be missing, torn, defective, cracked, or loose. It shall be properly installed as OEM.
39. **WHEEL AND WHEEL COVERS:** If a vehicle is equipped with wheel covers, all on the vehicle must match. If the wheel covers or wheels are painted they must be painted the same color and match the paint scheme of the vehicle. Each wheel shall be securely fastened to the wheel hub with the required number of lug bolts or lug nuts as originally manufactured. Wheels or rims cannot be bent, cracked, re-welded or damaged so as to affect the safe, smooth operation of the vehicle.
40. **LICENSE PLATES:** All vehicles shall have front and rear license plates as required by state law.
41. **BACK UP LIGHTS:** All vehicles shall be equipped with two (2) back up lights as originally designed and manufactured. They shall be activated by means of a mechanism that automatically illuminates the backup lights upon placing the vehicle gearshift lever into reverse gear. Vehicles originally equipped with only one (1) back up light are not required to have two (2) such lights. Vehicles may, at the option of the permit holder, equip a vehicle with an audible back up warning horn, in addition to, but not in lieu of, the required back up lighting.
42. **SUSPENSION:** Each vehicle shall have a fully functioning suspension system with all components installed and properly operational as originally designed and manufactured.
43. **SHOCK ABSORBERS:** Shock absorbers and struts shall be in proper working order and shall have no oil leaks, damage, worn brushings or hardware.
44. **ENGINE:** Vehicles shall be equipped and maintained with all engine accessories and engine support components as originally designed and manufactured by the original vehicles' manufacturer. The engine compartment on all vehicles shall be relatively clean and free from combustible materials. A



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vehicle shall not emit excessive smoke of any kind from either the engine, crankcase ventilation system or exhaust systems.

45. **OIL LEAKS:** The engine may not leak to the extent of dripping noticeable quantities of fluid coming from any part of the engine or related systems.
46. **BATTERY AND BATTERY SYSTEM:** Battery and battery connections shall be free of corrosion and properly secured as originally designed and manufactured.
47. **ELECTRICAL SYSTEM:** Vehicles shall be equipped with a functional, electrical generating device (or alternator) that is capable of providing sufficient electrical power as to operate any and all electrical consuming devices or accessories installed on the vehicle in addition to recharging the vehicle batter at all times. This generating device shall be securely affixed to the engine of the vehicle as originally equipped, and its driving belt shall be in proper working condition.
48. **ENGINE COOLING SYSTEM:** Vehicles shall be equipped with an operating engine cooling system at all times. The system shall be equipped as originally designed and manufactured, consisting of a water pump, radiator, cooling fans, fan clutches hoses, thermostats, heater core, coolant/antifreeze and the related and associated hardware for these components. A vehicle shall be subject to rejection if water or coolant is visually observed leaking or dripping from the engine or any cooling system components; or if any cooling system hoses are ruptured, swollen, deteriorated, collapsed or indicate any other signs of impending failure. Hoses that have been repaired or patched with tape, repair kit or any other material are not acceptable.
49. **BELTS:** Vehicles shall have installed the correct number of accessory drive belts as originally designed and manufactured. Belts that are frayed, excessively cracked, dry rotted, glazed, oil saturated, slipping, twisted, missing or display any other signed of impending failure shall be subject to rejection. Belt tension shall be maintained within the tolerance level as specified by the manufacturer.
50. **FUEL SYSTEM:** Each vehicle shall be equipped with and have maintained a fuel system as originally designed and manufactured. A vehicle shall be immediately rejected if any fuel leaks exist from any portion of the fuel system.
51. **HOOD MECHANISMS:** Vehicles shall be equipped with an OEM hood that covers the entire engine compartment. It shall be retained and locked with hinges and a mechanism of OEM design and manufacture. Hood latch and safety catch mechanisms shall be rejected in the event that the mechanisms do not align, connect, or lock into the proper position.
52. **TRANSMISSION:** The transmission shall operate and shift smoothly and firmly with no slippage, grinding, surging, vibration or shudder. The transmission shall not leak fluid to the extent of dripping noticeable quantities from any part of the transmission or cooling lines or oil coolers.
53. **DIFFERENTIAL:** The differential shall operate smoothly and quietly with no grinding, jerking, vibration, whining, shudder or other noise. The differential shall not leak fluids to the extent of dripping noticeable quantities from any part.
54. **DRIVESHAFT/DRIVE AXLE SHAFTS:** The drive shaft or drive axle shafts shall operate smoothly and quietly with no grinding, jerking, vibration, squeaking, popping, shudder or other noise. All vehicles equipped with front wheel drive and/or equipped with CV boots shall maintain all boots in proper working condition with no splits, cracks, rips, or leaks. All CV boots shall be sealed tightly as to prevent grease or lubricant from exiting the boot and joint. The universal joints or CV joints connecting the driveshaft with other components of the drive train shall be in good working order and securely fastened as originally manufactured.



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ADDITIONAL REQUIREMENTS:

55. **STATE INSPECTION:** All taxicabs must have a current state inspection sticker.
56. **STATE REGISTRATION:** All taxicabs must have a current state registration sticker.
57. **VEHICLE MILEAGE:** The vehicle mileage must be recorded during the inspection.
58. **VEHICLE LICENSE PLATE:** The vehicle license plate must be recorded during the inspection.
59. **VEHICLE YEAR/MAKE/MODEL:** The vehicle year, make and model must be recorded during the inspection.
60. **VEHICLE IDENTIFICATION NUMBER:** The last five (5) digits of the vehicle identification number must be recorded during the inspection. The tenth (10th) character of the vehicle identification number shall also be recorded during the inspection. This character shall be compared to the year of the vehicle being present to determine the true age of the vehicle. See Exhibit A for the comparison chart.

*****FOR TAXICABS*****

1. **FIRE EXTINGUISHER:** All vehicles must be equipped with a chemical fire extinguisher of a capacity of one quart or greater, that is fully charged and in proper working order at all times.
2. **COMMUNICATION EQUIPMENT** (if equipped): All vehicles may be equipped with two-way communication equipment capable of transmitting and receiving vocal communications between the vehicle and the dispatching office of the vehicle.
3. **SURVEILLANCE EQUIPMENT** (if equipped): All vehicles may be equipped with video recording equipment capable of recording all driver and passenger actions. If equipped, the equipment must be connected and in good working order.
4. **DISPLAY AND INSPECTION OF DRIVER CREDENTIALS:** A person may not drive a vehicle for hire unless they have acquired the City of Houston Vehicle for Hire Driver's License.
5. **RATE CARD/SENIOR CITIZEN DISCOUNT NOTICE/COMPLAINT NOTICE:** Taxicab permit holders shall post a rate card containing a fee schedule for rates established by the City Council. This card must be clearly visible to all passengers. Rate Card/Complaint Notices shall be placed both in the front and back of the taxicab as defined in Sec. 46-32. The Senior Citizen Discount Notice must be posted in the passenger area adjacent to the Rate Card. (The rate card for the "Six in the City" program must also be posted with the Rate Card.
6. **TAXIMETER:** All taxicabs shall be equipped with an operational taximeter that displays an accuracy seal, certifying its accuracy. The taximeter must electronically or mechanically calculate the charge for distance traveled and waiting time, if any. The charge must be indicated by means of clearly legible, electrically lighted, illumination of all times and visible from the passenger compartment.
7. **KEY MAP/GPS DEVICE:** All taxicabs shall have a key map not more than 5 years old in the vehicle. A GPS device, in working condition, placed on the dash board can be substituted for a key map in a taxicab.
8. **NAME OF PERMITTEE/COLOR SCHEME:**
 - a. The following must be displayed on the exterior of a taxicab:
 - i. The permit holder's name or the registered assumed name of the taxicab service
 - ii. The telephone number of the service
 - iii. The taxicab number assigned and in the manner as defined by the City under Sec. 46-21



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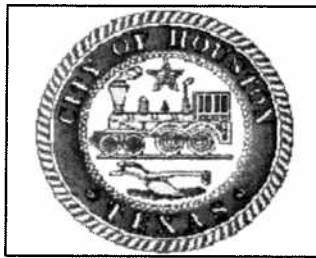
- b. The lettering and designs of the information must be displayed:
- In characters of not less than three (3) inches in height and at least 5/16 of an inch in width.
 - In a clean, legible manner and in colors contrasting to the colors of the taxicab,
 - On the exterior of the front or rear doors and the rear of the taxicab.
9. **UNIFORM LETTERING AND DESIGN:** The lettering and designs on each vehicle used as a taxicab service must be approved by the department and must be either an applied adhesive material or painted. For each vehicle used in a taxicab franchise holder's service; the content, lettering, and design must be uniform and affixed or painted in the same location on each vehicle in a manner approved by the City. All vehicles in the permittee's fleet must be the same color scheme approved under Sec 46-22 of the Code.
10. **STOOL LIGHT:** All taxicabs must be equipped with a properly functioning stool light that is securely affixed to the roof of the vehicle. The stool light shall be in compliance with Sec 46-24 of the Code. This device is a "telltale" light and shall be connected directly to the taximeters "on/off" switch such that when the taximeter is in a vacant position or non-earning position, the "telltale" light will illuminate automatically.

***** FOR CHAUFFEURED LIMOUSINES*****

1. **FIRE EXTINGUISHER:** All vehicles must be equipped with a chemical fire extinguisher of a capacity of one quart or greater, that is fully charged and in proper working order at all times.

*****FOR WHEELCHAIR ACCESSIBLE VEHICLES (Taxicabs)******

- Check overall operating condition (abnormal noises, binding, grinding)
- Check control pendant (damaged pendant, insulation damage on cable, tightness of connectors)
- Check electrical wiring (frayed wires, chaffed wires, loose connections)
- Check vehicle interlock (operation during non-interlock mode)
- Check hand rails (handrail fasteners are properly tightened)
- Check lift mounts and support points (free of damage, all sufficiently tightened)
- Check main lift pivot (traveling frame pins are properly installed, excessive wear, and locked into place)
- Check platform and platform attachment points (proper operation during lift function without obstruction, check platform for level ride)
- Check inner roll-stop (operation during lift function, and at floor level)
- Check platform roll-stop (operation upon ground contact)
- Check hydraulic power unit and hydraulic system (fluid level, visible leaks, back up pump released valve, hydraulic cylinders for leakage)
- Check all moving parts and ensure they are lubricated
- Test Battery
- Check all battery cables and connections
- Check all manual backup systems for proper operations
- Inspect and test jump seat or transfer seat operation, check all wiring for proper routing and condition



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- Inspect wheel chair tie-downs manual or power (check belt condition, operation, floor track condition, tie-down bolts, operation, and check for worn edges, safety inter-lock including emergency release.)

To Be Submitted With The Proposal:

Provide a work plan and strategy for handling the inspections in a timely and efficient manner.

The proposer must submit a sample form that will be utilized for the inspection. There must be a form for a passing certificate and a failing certificate. Any changes made to the form during the contract period will need to be submitted to the City for approval.

Provide a brief statement describing the proposer's background information, history in the subject, and track record.

Provide a list of references (minimum of 3).

Provide an organizational chart of proposed staff for this project. Please note what ASE certifications each staff member may have.

Provide resumes or statements of qualifications of key personnel whom will be working on this project.

Additionally, the documents listed below must be provided with the proposal:

- Licenses and certifications
- Resumes of key personnel/proposed staff
- Client references which proposer has performed similar services.
- Brief overview of consultant's experience and an explanation of the proposer's understanding of the work that must be accomplished.
- Required forms identified in the table below.

TABLE 1 - REQUIRED FORMS
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc
Drug Forms
Pay or Play Acknowledgement Form & Certification of Agreement to Comply with Pay or Play
All Applicable Licenses/Certifications as Required in Scope of Work/Specifications

* All forms can be downloaded from the following link: <https://purchasing.houstontx.gov/> please



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review the icon that states "Bids and RFP's" and click "Solicitation Forms and Attachments." You will be able to click and print each required document from this site.

Evaluation of each proposal shall be done in the following order:

- Expertise/Experience/Qualifications – 60%
- Proposed Strategy and Operational Plan - 30%
- Conformance to Requirements – 10%

Note: After the evaluation committee concludes its evaluation based upon qualification, the City will contact the highest ranked respondent(s) and request cost/pricing sheet.

A handwritten signature in black ink that reads "Calvin D. Wells".

Calvin D. Wells, ARA Deputy Director
City Purchasing Agent

Jan. 19, 2011
Date